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2 0 JUN 1962

MIMORANDUM	FOR:	Comptroller

SUBJECT

: Establishment of an SF Position, FE Division,

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1. The Chief, WE Division, has requested the establishment of an additional Finance Officer position, GS-09, in

2. Please indicate your concurrence and/or comments and return the original of this memorandum for our records.

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Assistant SSA (Personnel)

CONCUR:

25X1A9a

Comptroller

22 JUN 1962

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Pinance Officer - GS-11

Position 3303

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Administrative Branch Finance Section

PE

I. DUTIES AND RESPONSIBILITIES

Responsible for assisting the Chief, Finance Office, in establishing and maintaining financial records and office procedures. Assists in the processing and review of the activities of the Finance Office. Originates correspondence and conducts administrative audit of vouchers, accountings and claims submitted to the Finance Officer. Assists in the reconciling of the financial accounts with the financial property accountability, specifically this responsibility includes:

A. Assists in the establishment and maintenance of financial records in accordance with Class A Station Accounting and Reporting Procedures

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taining books of original entry, subsidiary legers, budgetary accounts and other records as required.

B. Renders opinions to the Chief of Finance Section regarding the interpretation of Headquarters and other regulations and directives applicable to Fiscal Procedures and assists in the implementation of such procedures. A thorough knowledge of Organization Regulations, Joint Travel Regulations, Standardized Government Travel Regulations, is required. Assists in the advice to station personnel of interpretations of the regulations and renders assistance where needed in complying with these directives.

C. Assists in the preparation of budget estimates in conjunction with each office in accordance with expenses peculiar to their respective function, i.e., Personnel Office for salary and allowance;

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information for submission to the Chief, Finance Office for his review and action.

D. Audits vouchers and accounting and claims submitted to the Finance Office for the purpose of determining the property of the transaction, compliance with regulation and procedures, the adequacy of the domumentation and justification, and funds have been obligated.

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- E. Periodic audit and review of petty cash funds and other advance accounts.
- F. Ensures that advances of funds are recorded,
- G. Performs all other related duties as directed by the Chief of Finance Section, Station.

II. SUPERVISION

None.

III. RECRUITMENT REQUIREMENTS

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- A. Required: Individual must have Headquarters and previous Field experience, a thorough knowledge of Agency Regulations, Joint Travel Regulations, Requires a minimum of High School education and should have accounting school education.
- B. Desired: College graduate with degree in accounting.

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SEGRE

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